



California Department of Consumer Affairs

www.dca.ca.gov

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

PRIVATE POSTSECONDARY EDUCATION SENIOR SPECIALIST OPEN EXAMINATION

Salary Range: Range \$5349 - \$6498

Final Filing Date: April 12, 2005

HOW TO APPLY

This is Open Examination for the Department of Consumer Affairs. Please submit a State Application (STD 678) to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

NOTE: All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service classification titles. Applications/resumes received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD Form 678).

NOTE: The Department of Consumer Affairs Selection Services Unit and/or the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if there are any changes in circumstances surrounding the original examination plan.

WHERE TO APPLY

Submit State Application (STD 678) to:

MAIL TO:

Department of Consumer Affairs
Attn: Selection Services (D. Vandre)
P.O. Box 980428
West Sacramento, CA 95798-0428

FILE IN PERSON:

Department of Consumer Affairs
Attn: Selection Services (D. Vandre)
400 R Street, Suite 2000
Sacramento, CA 95814

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the STD 678 - Examination and/or Employment Application. The Selection Services Unit will contact you to make special testing arrangements. Telecommunication Device for the Deaf (TDD) number is (916) 322-1700 or 1 (800) 735-2929.

FINAL FILE DATE

April 12, 2005 – State Application (STD 678) **must be POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, faxed or received via interoffice mail **after** the final filing date **will not** be accepted for any reason. Applications must have original signature.

STRUCTURED ORAL INTERVIEW

It is anticipated that the structured oral interview will be scheduled in **June/July 2005**.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date of April 12, 2005. Unless otherwise stated, experience applicable to one of the following patterns may be combined on or proportional basis with experience applicable to other patterns to meet the total experience requirement.

SEE REVERSE FOR ADDITIONAL INFORMATION

**MINIMUM
QUALIFICATIONS:**

EDUCATION: Possession of a bachelor's degree, preferably supplemented by an earned master's or doctorate degree, granted by an accredited or Bureau approved postsecondary education institution under the provisions of California Education Code Section 94900. (Applicants who do not possess the required degree but who possess standing as a senior in college will be admitted to the examination but must secure the bachelor's degree before they will be considered eligible for appointment.) **AND**

EITHER I

EXPERIENCE: One year of experience in the California state service performing postsecondary education program review duties of a class with a level of responsibility equivalent to Private Postsecondary Education Specialist, Range B.

OR II

EXPERIENCE: Four years of professional administrative experience in one or a combination of postsecondary education agencies or institutions including accredited or Bureau approved institutions and professional institutions such as college board, an accreditation association, or higher education program regulatory authority. Such experience must have been gained by working in at least two different education program or service areas including curricula, student services, financial aid, admissions, vocational education or related programs.

OR III

EXPERIENCE: Five years of full-time experience teaching at an accredited or Bureau approved postsecondary education institution.

EXPERIENCE NOTE:

1. Experience applicable to any of the patterns for a class in this series may be combined on a proportional basis with experience applicable to other class patterns to meet the total experience requirement.
2. Experience in California state service applied toward the general experience pattern must include the same number of years of qualifying experience as required in the promotional pattern performing the duties of a class with a level of responsibility equivalent to that described in the promotional experience pattern.
3. Applicants may substitute possession of a master's degree for up to one year of the required nonsupervisory administrative experience or up to eighteen months of the required teaching experience. A doctorate degree may be substituted for up to two years of the required nonsupervisory administrative experience or three years of the required teaching experience.
4. Full-time teaching experience is defined as teaching the equivalent of nine or more semester hours for two semesters a year.

**DEFINITION OF
TERMS:**

The words ***“performing the duties of...”*** means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), or approved out-of-classes assignment to the class.)

The words ***“duties in a class equivalent in level and type...”*** means the applicant must have State service experience of appropriate **type and length** in a class at the same (or higher) level or responsibility, and/or pay as the class specified. The analyst will make the determination if the duties are qualifying.

“Equivalent to graduation from college...” Satisfaction of the requirements for a bachelor's degree from an accredited college. Bachelors degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units.) This means the applicant must show receipt of a bachelor's degree.

SPECIAL PERSONAL REQUIREMENTS

EVIDENCE OF: Willingness to participate in professional groups and associations and to travel throughout the State.

POSITION DESCRIPTION & LOCATION:

This is the full journey level in the series. The Senior Specialist performs the most complex reviews of private postsecondary institutions conducted by the Bureau as well as provides leadership and training to incumbents in the Specialist class. Under the direction of an Administrator, incumbents are typically assigned to review and evaluate educational programs and activities of degree granting postsecondary institutions as required by State law, provide consultative services to these same entities as well as to the public and Federal, State and local client institutions so that they may continue operation, and defend determinations to rescind approvals as necessary. Incumbents may also be assigned to prepare or direct the most complex and sensitive special projects or to serve in a lead capacity over a small group of Specialists, typically in the Vocational Education/Title 38 and nondegree program areas. **Positions exist in Sacramento AND Los Angeles County only within Department of Consumer Affairs.**

EXAMINATION INFORMATION**STRUCTURED ORAL INTERVIEW – WEIGHTED – 100%****Written Exercise:**

As part of the interview process, the candidates will be given a written exercise. Candidates will be given one or more problems for which they will be allowed time to prepare answer(s). Candidates will be evaluated on writing skills, which will include clarity of thought, analysis, grammar, spelling, punctuation, and the use of professional language with distinction/impact and succinctness.

Oral Interview:

In addition to the Written Exercise, an oral interview will be mandatory. The oral interview will include a number of predetermined job-related questions. No outside help or other written material/notes will be permitted during this portion.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR STRUCTURED ORAL INTERVIEW WILL BE DISQUALIFIED.**

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification.

EXAM SCOPE:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively relative to job demands, each competitor's:

STRUCTURED ORAL INTERVIEW – WEIGHTED 100%**KNOWLEDGE OF:**

1. Principles, practices and trends in public and private postsecondary education, professional, technical, vocational and veterans' educational programs.
2. Curriculum development and instruction methods.
3. Administrative practices of public and private postsecondary education.
4. State and Federal rules and regulations as they apply to public and private postsecondary schools and colleges, the approval of courses, the granting of degrees and the issuing of diplomas.
5. Criteria used in evaluating and accrediting educational institutions.
6. Federal and State laws and regulations applying to veterans education programs.
7. Counseling and interviewing methods.

ABILITY TO:

1. Establish and maintain cooperative working relationships with a wide variety of personnel including professional educators, fiscal and business office staff and legal personnel.
2. Communicate effectively.

SEE REVERSE FOR ADDITIONAL INFORMATION

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3. Analyze situations accurately and take effective action.
 4. Conduct conferences and workshops
 5. Formulate and carry out research studies and projects.
 6. Exercise tact, resourcefulness and good judgment in interactions with both groups and individuals with varied backgrounds.
 7. Define public policy issues.
 8. Interpret statutory requirements by the development of effective operating rules and regulations.
 9. Provide leadership to lower level staff.
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**ELIGIBLE LIST
INFORMATION**

An eligible list will be established for Department of Consumer Affairs. The lists will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change.

**VETERANS & CAREER
POINTS:**

Veteran's preference points and career credits **are not** granted in this examination because it does not qualify as an entrance examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at (916) 324-4395 three weeks after the final file date if a progress note is not received.

If a notice of oral interview or performance test fails to reach the competitor prior to the interview date due to a verified postal error, the competitor may be rescheduled upon written notice.

Applications are available at State Personnel Board offices, local Employment Development Department offices, the Department noted on the front of this bulletin and at www.spb.ca.gov.

If you meet the requirements to participate in this examination, you will be scheduled to participate in a competitive test in which your performance is compared with other competitors in the exam. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the exam or placement on the employment list.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant. Ordinarily exams are scheduled in Sacramento, San Francisco, Los Angeles, or the spot(s) location(s) listed on the front of the bulletin.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference is on the Veterans Preference Application form that is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Promotional Examinations ONLY: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at department personnel offices or at the Information Counter of State Personnel Board offices.